

How to write on our class blog

The screenshot shows a web interface for creating a blog post. At the top are tabs: Posting, Settings, Template, and View Blog. Below these are sub-tabs: Create, Edit Posts, and Moderate Comments. The main area has a 'Title:' label followed by a text input field. A red arrow points to this field with a callout box saying 'Put your story title in here' and a large blue '1.'. Below the title field is a rich text editor toolbar with options for font, text color, background color, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and a 'Preview' button. Below the toolbar is a large text area for the post content. A red arrow points to this area with a callout box saying 'Your story goes in here. Remember: capital letters & full stops, only one space between words, use "backspace" and the arrow keys if you want to change something.' and a large blue '2.'. At the bottom of the form are two buttons: 'SAVE AS DRAFT' and 'PUBLISH'. The 'PUBLISH' button is circled in red. A red arrow points to the 'PUBLISH' button with a callout box saying 'Click here to see if your name is already there. If not, type in the box.' and a large blue '3.'. At the bottom left, a red arrow points to the 'PUBLISH' button with a callout box saying 'Click publish when you are finished! It will be put onto the Internet!!! 😊' and a large blue '4.'. Below the text area is a section for 'Labels for this post:' with a text input field and a 'Show all' link. Below that is a line of text: 'Shortcuts: press Ctrl with: B = Bold, I = Italic, S = Publish, D = Draft more'.

Posting Settings Template View Blog

Create Edit Posts Moderate Comments

Title:

Put your story title in here

1.

Font T **b** *i* [Preview](#)

Recover post

Your story goes in here.
Remember:

- capital letters & full stops
- only one space between words
- use "backspace" and the arrow keys if you want to change something.

2.

3.

Click here to see if your name is already there. If not, type in the box.

4.

Click publish when you are finished!
It will be put onto the Internet!!! 😊

Labels for this post:
e.g. scooters, vacation, fall [Show all](#)

Shortcuts: press Ctrl with: B = Bold, I = Italic, S = Publish, D = Draft [more](#)

[Post Options](#) **SAVE AS DRAFT** **PUBLISH**